



North & Mid Wales Trunk Road Agent



Fleet and Facilities Sustainability Officer

Recruitment Pack

Welcome from the Head of Service



DAVID COOIL
NMWTRA HEAD OF SERVICE

At the NMWTRA, we help create a road network that connects people and places in a safer, greener and more reliable way.

We work on projects across North and Mid Wales that address some of the country's most critical challenges. From complex infrastructure, increasing transport needs, and climate change – we combine innovation, expertise, and technology to make North and Mid Wales a better place to live, work and visit.

You can contribute to work that will have a lasting positive impact on your local community with an organisation where diversity, equity and inclusion are shared values. We're committed to fostering a work environment that's supportive, respectful, and inclusive, with great opportunities for growth.

Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

A handwritten signature in dark ink, appearing to read 'D. Cooil'.

Where we're based

**Over 250
employees
based across
North and Mid
Wales.**

- Aberaeron, Ceredigion
- Bangor, Gwynedd
- Conwy
- Dolgellau, Gwynedd
- Halkyn, Wrexham
- Llandrindod Wells, Powys
- Newtown, Powys





Job Title: Fleet and Facilities Sustainability Officer

Salary: S4 (SCP 26-28) £34,834 - £36,648

Duration: Permanent

Location: one of the following locations;
Bangor / Conwy / Halkyn / Llandrindod / Newtown / Aberaeron

Closing date: 06/06/2024

Application forms and further details available at www.gwynedd.gov.uk or by telephoning 01286 679076.

Do you enjoy a challenge and like variety? If so, then this post may be for you.

We are looking for a Fleet and Facilities Sustainability Officer to join an exciting and growing team.

[Apply here](#)

Purpose of post

We are looking for an experienced and enthusiastic officer to support NMWTRA in the management and administration of fleet activities across all its site in North & Mid Wales.

The role will involve managing a newly procured vehicle tracker system, the purchase and renewal of fleet vehicles and the operational management of vehicles.

In addition, the role will support the Agent in monitoring, analysing, and reporting on all the Agency Facilities natural resource usage and cost data with a view to inform future initiatives to improve efficiency, reduce costs and meet Net Zero 2030 targets.

The successful candidate will also be required to support the Agent with managing it's Quality Management System, compliance with data protection act and the management of risk.



Responsibilities

Fleet Management and Administration

a) Vehicle Tracker System Management

- To lead on the development, reporting and use of the vehicle tracker system.
- To be the main point of contact between the Agent and the vehicle tracker service provider.
- To lead on training new / existing users of the fleet tracker system.
- To maximise the information available from the vehicle tracker system

b) New Vehicle Procurement

- To lead and manage the vehicle renewals programme, ensuring that the agent has a suitable vehicle provision to continue to deliver services identified in its agreements with Welsh Government (WG).
- To estimate budget requirement for annual vehicle renewals
- To lead in identifying suitable vehicles that meet the business needs along with the strategic requirements of the Agency and WG in achieving a net zero target by 2030.
- To lead in the procurement of new vehicles and the disposal of those that are no longer required.

c) Vehicle Operational Management

- Ensure and arrange that new vehicles procured are fitted with appropriate chapter 8 markings and equipment for use on Trunk Roads in Wales prior to use.
- To ensure that the Agents fleet of vehicles are operated in-line with legislation and best practice.

Facilities Sustainability Monitoring

To support assist and deputise the Business, Quality and Risk Manager in Monitoring, analysing, and reporting on all the Agency Facilities natural resource usage and cost data with a view to inform future initiatives to improve efficiency, reduce costs and meet Net Zero 2030 targets.

Quality Management and Performance Reporting

- To support, assist and deputise when required for the Quality & Information Governance Manager on matters relating to Quality Management and Performance Reporting

Data Protection

- To support, assist and deputise when required the Quality & Information Governance Manager on matters relating to compliance with Data Protection Act.

Freedom of Information

- To support, assist and deputise when required the Quality & Information Governance Manager on matters relating to Freedom of Information Requests

Risk Management

- To support, assist and deputise when required the Quality & Information Governance Manager on matters relating to Risk Management.



Person Specification

Job Specific Criteria

Essential

Ability to work as part of a multidisciplinary team.
Ability to manage own workload
Ability to inspire others.
Self-motivated, enthusiastic and committed to succeeding.
Excellent communicator
Good Organiser

Qualifications and relevant training

Essential

Degree or equivalent in relevant subject

Relevant Experience

Essential

Experience of working with quality and performance management systems
Experience in data analysis and reporting
Experience in budget management
Experience in Business Administration
Experience in liaising with commercial partners
Experience in undertaking an Administrator Role of an IT system.
Experience of managing / leading a project

Skills and specialist knowledge

Essential

Excellent data analytical skills and proficient user of Excel, PowerBi and Databases
Ability to produce management reports
Good report writing and presentational skills.
An appreciation of the type of vehicles and fleet utilised by NMWTRA and which are required for service delivery.
Ability to liaise and present data to colleagues at all levels.
Excellent IT skills
Awareness of Risk Management principles
Health & Safety awareness.

Language requirements

Essential

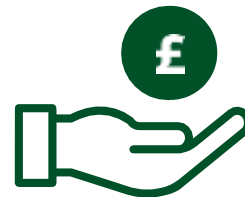
For this post, the ability to communicate in English is essential and Welsh is desirable.

Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



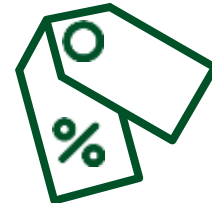
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national parks, 50 nature reserves and 1,680 miles of stunning coastline.



- Assisted car purchase & cycle to works schemes
- Lifestyle savings on groceries, holidays, eating out, DIY, electricals, insurance, motoring, and much more!



- On the job learning and exciting career development opportunities.
- Contribution towards the membership of professional bodies which are relevant to the work.



- MEDRA Counselling service - free and confidential counselling service for staff
- Generous maternity, foster, adoption, and shared parental leave